



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	IT PROJECT MANAGER
3	Posting Number	PN# 110321
4	Department	Public Works & Engineering
5	Division	Resource Management
6	Section	Information Technology
7	Reporting Location	611 Walker
8	Workdays & Hours	M-F, 8:00 A.M. – 5:00 P.M*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Assists the Senior IT Project Manager, Assistant Director of the Resource Management, Information Technology Section in planning and managing the development and implementation of large information systems for the City; manages a systems project from inception and project definition to implementation and post-implementation analysis and planning. May include all phases, such as project development, implementation strategy, planning and support, system requirements, implementation options analysis, procurement, conversion planning and operational support requirements. •Manages and defines the scope of a project for large information systems, including integration opportunities, interface requirements, feasibility, costs and schedule projections, and risk analysis; •Manages and develops implementation strategies, including selection of the implementation mode (ERP, Best of Breed, buy/build services) and documentation strategy; •Communicates the implementation strategy to diverse groups of technical and non-technical personnel; •Manages and prepares budgets and plans for all resources required for the projects, including personnel equipment, applications, services, communications equipment, applications, services, communications equipment, software and any ongoing systems; •Manages and evaluates the relationships with vendors of hardware, software and communications systems and services, communication equipment software and any ongoing systems support; •Monitors project budget and plans, ensuring quality and timeliness of project deliverables; communicates issues and status as required for successful completion; •Develops and manages project teams, assigns resources, develops status reports and ensures compliance with requirements; •Develops plans and requirements for post-implementation activities for the first operational year; • Develops long term life-cycle strategies, including determining upgrade and replacement requirements and project the budget and growth.	
10	<u>WORKING CONDITIONS</u> General office setting. The position is physically comfortable; the individual has discretion about walking, standing, etc. May require traveling between department locations for meetings and related assignments.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelors degree in Computer Science, Mathematics, Business Administration or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Experience with any or all of the following: business software implementation, business process design, client-server applications, and professional services delivery. Crystal Enterprise and/or Crystal report development, OLAP, Oracle 9i, network design and/or administration, project management, security design and administration, systems analysis and design, Unix, Web-based application development, workflow analysis; and /or Windows server administration.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None However, the Department may administer a skill assessment evaluation.
16	<u>SAFETY IMPACT POSITION</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <u>Salary Range - Pay Grade 28</u> \$ 1,777 - \$3,171 Biweekly \$46,202 - \$82,446 Annually	
18	<u>OPENING DATE</u>	May 3, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7253. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	

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